

KENDRIYA VIDYALAYA NHPC DHARCHULA (U.K)

Committees for session 2022-23

S.No	Department	Incharge	Members	Key responsibilities
1.	STEERING COMMITTEE/ ACADEMICS CONVENOR	Mr. Jyotirmaya Joshi, PGT (CS)	Miss Sushma ,PGT(Eng)	<ul style="list-style-type: none"> Monitoring of Academics activities Assisting and guiding all the department incharges
2.	CCA & Morning Assembly	Mr. Ashok Kumar Meena, PGT(Hindi)-I/c Mrs. Monika Sharma, TGT (P&HE) (Morning Assembly) Mr. V.S . Rana, TGT (WE) (Audio/PA System)	<ul style="list-style-type: none"> Mr. Vivek Srivastava, TGT (SKT) Mrs. Priti Yadav, TGT (Eng.) Miss Deepa Chalal, PRT(Music) House master/ Associate House Master 	<ul style="list-style-type: none"> Quality of morning assembly items –News ,special item (screening to be done) , Playing of Musical Instruments , CCA activities as per KVS norms Annual Function, cultural program on any occasion. Maintenance of House & Notice boards, preparation of CCA calender. Formation of Student council ,celebration of various imp Days, CCA competitions house wise Discipline maintenance among students during morning assembly. Line system of student, Mass PT, Flag Unfurling, Community Song etc.
3.	CMP Implementation/ Junior ICT Room	Mrs. Deeksha Kutiyal, PRT	All PRTs	<ul style="list-style-type: none"> Development of teaching learning resources, News Letter Publication Quarterly Community Lunch Actual utilization of TLM resources/work sheets in classroom, Conduct of film shows, sports/games activities ,Bal Mela, Fun Day, Grand Parents Day
4.	OFFICIAL WORK	Mr. Mithlesh Kumar Khatri	<ul style="list-style-type: none"> Mr. Jyotirmaya Joshi, PGT (CS) Mr. Manoj Kaniyal, DEO 	<ul style="list-style-type: none"> Ensure receiving and dispatch of email/official letters, Tally, Cashbook, all financial records, fees T.C. issue Maintenance of official record. Maintenance of leave/attendance of regular and contractual staff
5.	Admission	Mr. Ganesh Singh, PGT (Bio.)	<ul style="list-style-type: none"> Miss Sushma ,PGT(Eng) Mrs. Shruti Sharma, TGT(AE) Mr. Ajay Pal, PRT 	<ul style="list-style-type: none"> Admissions as per KV S guidelines Notification of vacancy, Registration , Submit information required by Admn. On & when asked by RO/ HQ conducting admission tests for class IX,
6.	Discipline	Mr. Aadash Kumar, PGT (Maths)	<ul style="list-style-type: none"> Mr. Ganesh Singh, PGT (Bio.) Mrs. Monika Sharma, TGT (P&HE) Mr. G.S Nagarkoti, PRT Miss Deepa Chalal, PRT (Music) Mr. Ajay Pal, PRT All class Teachers/Co-Class Teachers 	<ul style="list-style-type: none"> Put check on late comers (record to be maintained ,issue of notices and propose suitable actions) Arrival & departure of students in morning assembly , Cleanliness of student's uniform, nails and haircut, discipline during lunch. Maintain discipline during lunch, at the time of departure from Vidyalaya. Monitoring discipline during whole school time.
7.	Examination (Internal)	Mr. Rahul Pal, PGT (Eco.)	<ul style="list-style-type: none"> Mr. M.C. Pandey, PGT (Chem) Mr. Vipendra Singh Rana, TGT (WET) Mr. Satish Kumar, PRT 	<ul style="list-style-type: none"> Conducting Various Exams (PT/HY/SEE/PB/SLATE/etc.) Result analysis, (HY/SEE/PB-I & PB-II) Maintain all exam related records and submit information regarding exam. Moderation, Consolidation etc.
8.	CBSE Examination	Mr. Aadash Kumar, PGT (Maths)	<ul style="list-style-type: none"> Mr. Pradeep Kumar Kol, TGT (Lib.) Class Teachers IX, X, XI, XII –for online submission of data. 	<ul style="list-style-type: none"> Assisting Centre Supdt. In Conduction of CBSE Exam Correspondence to CBSE matters Registration for IX, XI, LOC for X & XII, Uploading of internal marks, grades, OASIS updation, Teachers data etc. and distribution among staff, class etc. furnishing information related to CBSE as & when required
9.	Time Table	Mr. M.C. Pandey, PGT (Chem)	<ul style="list-style-type: none"> Mr. Devesh Sharma, TGT (Maths) Mrs. Deeksha Kutiyal, PRT 	<ul style="list-style-type: none"> Framing Time table as per KVS norms Arrangement to be made before first period, Monitoring School Bell timings , Making special time table as and when required.
10.	Scouts and Guides	Mr. Pradeep Kumar Kol, Lib. Miss Kunika Mehra, PRT	<ul style="list-style-type: none"> Mr. Aadash Kumar, PGT (Maths) Mr. Vipendra Singh Rana, TGT (WE) Mrs. Priti Yadav, TGT (Eng.) Miss Sapna Punetha, PRT 	<ul style="list-style-type: none"> Conducting BS& G Activities including cub & bulbul activities Motivating students for participation in BS&G Escorting students for BS&G Activities.
11.	Games and Sports	Mrs. Monika Sharma, TGT (P&HE)	<ul style="list-style-type: none"> Mr. Ganesh Singh , PGT (Bio.) Mr. Devesh Sharma, TGT (Maths) Mr. Ajay Pal, PRT Miss Sapna Punetha, PRT 	<ul style="list-style-type: none"> Ensuring/procuring adequate sports facility, Selecting teams as per KVS norms Maintenance of playground. Ensuring students safety in ground during games period. Conducting house wise sports matches, Sports meet. Annual Sports Day Teaching theory to X & XII related to games and sports & Physical Education.

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12.	Teaching Aids/ Sec. ICT Room	Mr. Gulshan Kumar, PGT (Phy.)	<ul style="list-style-type: none"> Mr. Devesh Sharma, TGT (Maths) Mr. Vipendra Singh Rana, TGT (WE) Mr. Satish Kumar, PRT Miss Sapna Punetha, PRT 	<ul style="list-style-type: none"> Maintenance and Cleanliness of resource rooms. Creating a data bank of PPT/multimedia PPT duly arranged for use of teachers.. Logbook for use of resource room
13.	School Website Sr. ICT Room/ Shala Darpan/UBI fee (Digital India Samiti)	Mr. Jyotirmaya Joshi, PGT (CS)	<ul style="list-style-type: none"> Mr. Ashok Kumar Meena, PGT (Hindi) Computer Instructor Mr. Manoj Kaniyal, DEO All class teachers 	<ul style="list-style-type: none"> Regular updation of site as per KVS format in bilingual in Hindi & English All important events, information, study material, innovations to be updated timely. Monitoring of Shala Darpan work. Sending ICT- email on last day of month Updating data on Shaala darpan portal.
14.	PTM	Mr. Ashok Kumar Meena, PGT(Hindi) Mr. Rahul Pal, PGT(Eco.) & I/C Exam	<ul style="list-style-type: none"> Mrs. Priti Yadav, TGT(ENG.) Mr. Satish Kumar, PRT All Class Teachers/Co-Class Teachers 	<ul style="list-style-type: none"> Calling PTM in consultation with examination Deptt & Class Teachers keeping record of attendance of parents ,Recording suggestions of parents , issue of notice for absentees through class teachers, Arranging home visits especially for weak students.
15.	Spoken English Programme	Mrs. Priti Yadav, TGT (Eng.)	<ul style="list-style-type: none"> Miss Sushma, PGT (Eng.) Miss Kunika Mehra, PRT 	<ul style="list-style-type: none"> Selection of appropriate vocabulary , Concrete plan and action to improve the Spoken Eng of teachers and students ..
16.	Furniture	Mr. Manoj Kumar, PGT (His.)	<ul style="list-style-type: none"> Mr. Vipendra Singh Rana, TGT (WE) Mr. G.S. Nagarkoti, PRT 	<ul style="list-style-type: none"> Account of furniture , inventories , Proposing purchase as per requirement given by teachers /Staff . Repairing condemnation and auction as and when required ,
18.	Adolescence Education Program (AEP)	Mr. Ganesh Singh, PGT (Bio) - (BOYS) Ms. Sushma, PGT (Eng.) -(GIRLS)	<ul style="list-style-type: none"> Mr. Devesh Sharma, TGT (Maths) Mrs. Shruti Sharma, TGT (AE) Mrs. Monika Sharma, TGT(P&HE) Counselor 	<ul style="list-style-type: none"> Organizing AEP programs ,Advocacy Programme for parents. Review of AEP suggestion box .
19.	Contractual Appointments/ VMC	Mr. Jyotirmaya Joshi, PGT (CS)	<ul style="list-style-type: none"> Miss Sushma, PGT (Eng.) 	<ul style="list-style-type: none"> Issue of advertisement ,arranging Interviews , Compilation of Result ,Making panel as per KVS norms, Keeping record of attendance, verifying salary as per Timetable, attendance and rates as per KVS norms . Making arrangements for conduction of VMC.
20.	Medical Check up First Aid (Swasth Bacche Swasth Bharat Samiti)	Mrs. Monika Sharma, TGT(P&HE)	<ul style="list-style-type: none"> Mr. Ganesh Singh, (PGT(Bio.)) Mr. Gulshan Kumar, PGT(Phy.) Mrs. Priti Yadav, TGT(ENG.) Miss Sapna Punetha, PRT All Class Teachers 	<ul style="list-style-type: none"> Arranging medical checkup twice in a session and keep record for the same. Keep watch on general health & hygiene. Providing first aid Checking for Obesity, checking of tiffin of children suffering from anemia, obesity etc. Intimation to parents regarding specific ailments, etc.
21.	Adventure Club & Educational Excursion	Mr. Vipendra Singh Rana, TGT (WE)	<ul style="list-style-type: none"> Mrs. Monika Sharma, TGT(PH&E) Mr. Govind Singh Nagarkoti, PRT Mr. Ajay Pal, PRT 	<ul style="list-style-type: none"> Ensure participation of at least 5% of total students in adventure activities. Arranging Education tours as per KVS norms. Sites to be proposed by subject committee convener.
22.	Hindi Rajbhasha	Mr. Ashok Kumar Meena, PGT(Hindi)	<ul style="list-style-type: none"> Mr. Vivek Srivastava, TGT (Skt) Mr. Mithlesh Kumar Khatri, JSA 	<ul style="list-style-type: none"> Dispatch of hindi timahi report , Conducting of quarterly meeting & write minutes, Maintaining of Hindi Raj-bhasha Roaster of employees Conduct workshops (in house) Quarterly for Hindi Hindi pakhwada celebration Assisting office for correspondence in Hindi .
23.	Private Services Watch & ward	Mr. Jyotirmaya Joshi, PGT (CS)	<ul style="list-style-type: none"> Mr. Devesh Sharma, TGT (Maths) Mr. V. S. Rana, TGT (WET) 	<ul style="list-style-type: none"> Privatization and agreement of services on tender basis. Monitoring functioning as per terms and conditions in agreement.
24.	CHEQUE / CASH & INCOME TAX	Mr. Mithlesh Kumar Khatri, JSA	Mr. Jyotirmaya Joshi, PGT (CS) Mr. Aadash Kumar, PGT (Maths)	<ul style="list-style-type: none"> Maintaining Cash book/ledger of VVN and SF Requisition of Fund from project authorities, RO. Updation of Tally, fund utilization and backup of tally data Calculation & Deduction of TDS, Timely filing of returns, Preparation of Form -16 etc.
25.	Sanitation , Beautification & Photography (Swaccha Vidyalaya Samiti)	<ul style="list-style-type: none"> Mr. Vivek Srivastava, TGT (SKT)- Secondary & Sr. Secondary Miss. Kunika Mehra , PRT – Primary 	<ul style="list-style-type: none"> Mr. Manoj Kumar, PGT (His) Mrs. Shruti Sharma, TGT(AE) Computer Instructor All the class Teachers/Dept. I/C for their respective classes/Dept. 	<ul style="list-style-type: none"> Monitoring work of outsourcing staff & Ensuring cleanliness in the Vidyalaya Arranging programs under Swaccha Vidyalaya Abhiyaan General Beautification of Vidyalaya and decoration during special days as Republic day, Independence Day etc. Availability of drinking water

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26.	Library Committee	Mr. Pradeep Kumar Kol, TGT (Lib.)	<ul style="list-style-type: none"> Mr. Ashok Kumar Meena, PGT(Hindi) Mr. Devesh Sharma, TGT (Maths) Miss Deepa Chalal, PRT(Music) Miss Sapna Punetha, PRT 	<ul style="list-style-type: none"> Procuring adequate reading material. Arranging quiz competitions , Procurement of Books ,Journals,News papers for Library Arranging Library Committee meeting
27.	ECO Club /Gardening	Mr. Ganesh Singh , PGT (Bio.)	<ul style="list-style-type: none"> Mr. Mohan Chandra Pandey, PGT (Chem.) Mrs. Shruti Sharma, TGT(AE) Miss Sapna Punetha, PRT 	<ul style="list-style-type: none"> Maintenance of school garden , Medicinal garden labeling of trees with their scientific names , ensure mass plantation by students and staff & dignitaries Development of Botanical Garden & Vegetable Garden
28.	Integrity Club	Mr. Manoj Kumar, PGT (His.)	<ul style="list-style-type: none"> Mr. Pradeep Kumar Kol, TGT (Lib.) Mr. Vivek Srivastava, TGT (Skt.) 	<ul style="list-style-type: none"> Arranging programs related to Integrity Club Maintain Records Calling experts of this field for motivation speech
29.	School M & R & Safety Committee	Mr. Vipendra Singh Rana, TGT (WE)	<ul style="list-style-type: none"> Mrs. Shruti Sharma, TGT(AE) Miss Kunika Mehra, PRT 	<ul style="list-style-type: none"> Keep watch on overall safety aspects of the students Propose and ensure adequate maintenance and Repair works Get M&R with tieup NHPC Authorities Get building fire & water safety certificate from competent Authority.
30.	Mathematics / Maintenance of CS-54/ CHECKING FEE/ FINE	Mr. Aadash Kumar, PGT (Maths)	<ul style="list-style-type: none"> Mr. Jyotirmaya Joshi, PGT (CS) Mr. Devesh Sharma, TGT (Maths) Mr. Mithlesh Kumar Khatri, JSA 	<ul style="list-style-type: none"> Subject committee meeting Ensuring MLL in Maths, Arranging Maths quiz, Celebration of National Maths Day (22/12/2019) Development and Maintenance of Maths Lab Devising Maths activities for students Maintenance of Mathematical Garden by Colouring cemented shapes, putting placards displaying various properties of shapes,
31.	English	Miss. Sushma, PGT(English)	<ul style="list-style-type: none"> Mrs. Priti Yadav, TGT (English) 	<ul style="list-style-type: none"> Subject committee meeting & Ensuring MLL in English Reading & Comprehension in English
32.	Science	Mr. Jyotirmaya Joshi, PGT (CS)	<ul style="list-style-type: none"> Mr. Ganesh Singh, PGT (Bio.) Mr. M C Pandey, PGT(Chem) Mr. Gulshan Kumar, PGT (Phy.) 	<ul style="list-style-type: none"> Subject committee meeting Ensuring MLL in Science, Arranging Science quiz, Celebration of National Science Day (28/2/2017) Development and Maintenance of Science Labs Development of Science Garden in the Vidyalaya Science activities in Morning Assembly Science Exhibition, Children Science Congress, Inspire Award, (NSEP,NSEC,NSEB,JNSE, NSEA)Exams conducted by IAPT ,Science Olympiad
33.	Humanities	Mr. Ashok Kumar Meena, PGT(Hindi)	<ul style="list-style-type: none"> Miss Sushma, PGT(Eng.) Mr. Manoj Kumar, PGT (His.) Mr. Rahul Pal, PGT (Eco.) 	<ul style="list-style-type: none"> Subject committee meeting Ensuring MLL in Social Science, Arranging So. Science quiz, Conduction of Social science Exhibition.
34.	Purchase Committee	Mr. Jyotirmaya Joshi, PGT (CS)	<ul style="list-style-type: none"> Miss Sushma, PGT(Eng.) Mr. Ganesh Singh, PGT (Bio.) Mr. Rahul Pal, PGT (Eco.) Mr. Manoj Kumar, PGT (His.) Mr. V. S. Rana, TGT (WET) Mrs. Shruti Sharma, TGT (AE) Mrs. Deeksha Kutiyal, PRT Concerned Dept. Incharge 	<ul style="list-style-type: none"> Purchase of goods/articles as per requisitions submitted , following due purchase procedure
35.	GRIEVANCES CELL	Mr. Jyotirmaya Joshi, PGT (CS)	<ul style="list-style-type: none"> Miss Sushma ,PGT(Eng) Mr. Devesh Sharma, TGT(Maths) Mrs. Deeksha Kutiyal, PRT 	<ul style="list-style-type: none"> Grievances received from Parent or student should be disposed in a appropriate way.
36.	INTERNAL COMPLAIN COMMITTEE	Miss Sushma ,PGT(Eng)	<ul style="list-style-type: none"> Mr. Ashok Kumar MeenaPGT (Hindi) Mr. Devesh Sharma, TGT(Maths) Mrs. Shruti Sharma, TGT (AE) Mrs. Deeksha Kutiyal (VMC Member) 	<ul style="list-style-type: none"> To look after the complaint received if any. Grievance of Students, Parents & Staff members should be disposed in a appropriate way To submit monthly report of complaints received, if any

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37.	RTI	Mr. Mithlesh Kumar Khatri, JSA	<ul style="list-style-type: none"> Mr. Jyotirmaya Joshi, PGT (CS) Mr. Manoj Kaniyal, DEO 	<ul style="list-style-type: none"> Reply of RTI & related issues
38.	OLYMPIAD	1. MATHS- Mr. Aadash Kumar 2. SCIENCE- Mr. M C Pandey 3. CYBER/ INNOVATION & EXPERIMENT- Mr. Jyotirmaya Joshi 4. GREEN/ GSP – Mr. Ganesh Singh	<ul style="list-style-type: none"> Mr. Gulshan Kumar, PGT(Phy.) Mr. Devesh Sharma, TGT(Maths) Computer Instructor 	<ul style="list-style-type: none"> Conduction of Olympiad as per schedule provided by RO Guide the students in preparing Project , model etc.
39	PUBLIC ANNOUNCEMENT SYSTEM	MR. Vipendra Singh Rana, TGT (WE)	<ul style="list-style-type: none"> Mr. Gulshan Kumar, PGT (Phy.) Computer Instructor Sub-Staff 	<ul style="list-style-type: none"> Managing and maintenance of PA system for various cultural activity. Daily during morning Assembly
40	DISASTER MANAGEMENT & YOUTH PARLIAMENT	Mr. Manoj Kumar, PGT (His.)	<ul style="list-style-type: none"> Mr. Rahul Pal, PGT (Eco.) Miss Deepa Chalal,PRT(Music) PGT Geography 	<ul style="list-style-type: none"> Conduction of Mock drill, awaring students regarding rescue management. Mark the exit point and display emergency contact no. Preparation of Youth Parliament as per schedule provided by RO Providing data for NDMA reports sent periodically.
41	GUIDANCE & COUNSELLING	Counselor	<ul style="list-style-type: none"> Mr. Jyotirmaya Joshi, PGT (CS) Miss. Sushma, PGT (Eng.) 	<ul style="list-style-type: none"> Academic Counselling of students. Career counseling Self awareness among students Make students aware about life skills.
42	ATL	Sh. Vipendra Singh Rana, TGT (WE)	<ul style="list-style-type: none"> Mr. Jyotirmaya Joshi, PGT (CS) Mr. Ganesh Singh, PGT (Bio.) Mr. Aadash Kumar, PGT (Maths.) Mr. M C Pandey, PGT(Chem) Mr. Gulshan Kumar, PGT (Phy.) 	<ul style="list-style-type: none"> Conduction of various activities suggested by NITI Ayog for ATL Establishment of ATL as per norms Inviting neighbouring schools to participate in ATL activities.
43	CHILD RIGHT PROTECTION	Mrs. Deeksha Kutiyal, PRT	<ul style="list-style-type: none"> Mr. Manoj Kumar, PGT (His.) Mr. Devesh Sharma, TGT (Maths) Mrs. Priti Yadav, TGT (Eng.) Mrs. Deepa Chalal,PRT(Music) 	<ul style="list-style-type: none"> Protection of child right Aware students regarding child protection act. Address the grievance of students in a quick way Make students aware about how to respect/protect others rights.
44	SBSB	Mrs. Monika Sharma, TGT (P&HE)	<ul style="list-style-type: none"> Computer Instructor All the class Teachers 	<ul style="list-style-type: none"> Completion of SBSB work as per the KVS schedule Updation and promotion of student records. Providing and maintaining data for transmission to RO/HQ as and when required.
45	ACP	Mr. Manoj Kumar-PGT(HIS) Mrs. Monika Sharma, TGT(P&HE) Mr. Vivek Srivastava, TGT(SKT) Mrs. Priti Yadav, TGT (Eng.)	<ul style="list-style-type: none"> All the class Teachers of Concern Classes 	<ul style="list-style-type: none"> Completion of modules of ACP for respective classes Maintenance of records of ACP. Submit report on monthly basis regarding ACP
46	Exhibition	Mr. Manoj Kumar- SOCIAL SCIENCE Mr. Gulshan Kumar- SCIENCE Mr Ganesh Singh – NCSC	<ul style="list-style-type: none"> Miss Sushma, PGT (Eng) Mr. Rahul Pal, PGT (Eco) Miss Deepa Chalal, PRT (Music) Mr. Jyotirmaya Joshi, PGT (CS) Mr. M C Pandey, PGT (Che.) 	<ul style="list-style-type: none"> Conduction of various Exhibition as per KVS Schedule Guide the students for project works etc.
47	EBSB	Mr. Manoj Kumar, PGT (His.)	<ul style="list-style-type: none"> Mr. A. K. Meena, PGT(Hindi) Mr. Rahul Pal, PGT (Eco.) Mr. Vivek Srivastava, TGT (Skt) Miss Deepa Chalal, PRT (Music) 	<ul style="list-style-type: none"> Conduction of activities related to EBSB as per calender received from RO Dehradun and HQ Sending of Report , updation of Videos and Photos as per calendar of activities Submit report as & when required

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48	PISA	Mr. Devesh Sharma, TGT (Maths)	<ul style="list-style-type: none"> Ms. Sushma, PGT(Eng) Mr. Ganesh Singh, PGT(Bio.) Mr. M. C. Pandey, PGT(Chem.) Mr. Aadash Kumar, PGT (Maths) Mr. Gulshan Kumar, PGT (Phy.) Mrs. Priti Yadav, TGT (Eng.) Computer Instructor 	<ul style="list-style-type: none"> Introduction of PISA in class room Teaching PISA based question should be include in Examination Pattern Conducting PISA Exam, updation of marks in PISA portal as & when scheduled Preparation of short videos on PISA Keep record of all PISA eligible and Non eligible Students and their mentors
49	FIT India	Mrs. Monika Sharma, TGT (P&HE)	<ul style="list-style-type: none"> Mr. Vipendra Singh Rana, TGT (WE) Mr. Govind Singh Nagarkoti, PRT Mr. Satish Kumar, PRT 	<ul style="list-style-type: none"> Conduction of flagship program. Updation of data in FIT India portal. Submit report as & when asked by RO/ HQ and maintain the record of the same.
50	Canteen Monitoring	Mr. Mohan Chandra Pandey, PGT(Chem.)	<ul style="list-style-type: none"> Miss Sushma, PGT (Eng.) Miss Deepa Chalal, PRT (Music) Mr. Ajay Pal, PRT 	<ul style="list-style-type: none"> Checking quality of food item in canteen Monitoring of Hygiene and cleanliness in canteen Rate of Items
51	House Master	<p>Shivaji- Mr. Vipendra Rana, TGT(WE)</p> <p>Tagore – Mrs. Monika Sharma, TGT (AE)</p> <p>Ashoka – Mr. Pradeep Kumar Kol, TGT (Lib.)</p> <p>Raman – Mrs. Shruti Sharma, TGT, (AE)</p>	<p>SHIVAJI= Mr. Jyotirmaya Joshi, Mr. Aadash Kumar, Mr. Rahul Pal, Mrs. Priti Yadav, Mrs. Deeksha Kutiyal,</p> <p>TAGORE= Mr. Ashok Kumar Meena, Mr. M C Pandey, Mr. Devesh Sharma, Miss. Kunika, Mr. Ajay Pal</p> <p>ASHOKA= Miss Sushma, Mr. Manoj Kumar, Mr. Vivek Srivastav, Miss Sapna, PGT Geography</p> <p>RAMAN= Mr. Ganesh Singh, Mr. Gulshan Kumar, Mr. G. S. Nagarkoti, Miss Deepa Chalal, Mr. Satish Kumar,</p>	<ul style="list-style-type: none"> Conduction of Program in Morning assembly Allotment of duty during recess time Submit house list for CCA activities to CCA I/C Maintain record of House Allot portfolios of House for Student Council
52	COVID-19	Mr. Ganesh Singh, PGT (Bio.)	<ul style="list-style-type: none"> Mr. Vipendra Rana, TGT, (WE) Mrs. Monika Sharma, TGT (P&HE) All Class Teachers I/C Cleanliness Miss Deepa Chalal, PRT (Music) Miss Sapna Punetha, PRT 	<ul style="list-style-type: none"> Implementation of Covid-19 protocol Arrangement of thermal screening of students at entrance gates. Ensuring social distancing among students during school hours. Sanitization of school building, toilets and classrooms. Keeping proper records of above.
53	Question Paper Moderation Committee	Rahul Pal, PGT (Eco.)(Exam. I/c)	<ul style="list-style-type: none"> Mr. Ashok Kumar Meena(For Hindi and Sanskrit) Miss Sushma (For English) Mr. Ganesh Singh (For Science) Mr. Aadash Kumar (For Maths) Mr. Rahul Pal (For SSt) 	<ul style="list-style-type: none"> Checking the quality of question papers. Checking the Question paper in terms of Blue Print Checking the question paper font size, Margin to avoid the wastage of paper.

- All the incharges will perform their duties under intimation to the Principal.
- All the incharges will maintain a record (register) of work done.
- All the incharges may distribute the duties within the members of concerned department.
- The Cash memo/bills of any department to be certified by incharges concerned and members only.
- All the incharges will ensure cleanliness in their department
- These Committees will be effective from 01/04/2022
- The duties are being allotted to ensure smooth and proper functioning of Vidyalaya, however cooperation of all is highly solicited as and when required in any area concerning to development, progress of Vidyalaya & benefit of students.
- All The I/C will take over/ hand over charges of their respective department on or before 05/04/2022 positively.

(Suresh Kumar)
PRINCIPAL